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29 MAR 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Personnel Report - Week Ending 26 March 1971

1. Guidance on Preparation of Summary of Agency Employment (SAE):

Responding to a suggestion from the A/ID/S, we have compiled a folder of sample SAE's and resumes with narrative explanation of the purpose of each. The SAE's and the resumes included are actual documents which have, individually, been approved by Cover, Security and CI Staff but from which the names of the persons involved have been deleted. When Cover, Security and CI Staff approve the idea, a folder will be given to the Support Officer of each operating component so that he may use them for guidance to employees who are preparing their SAE's. At this writing, Cover has approved the idea of such a folder. Security and CI Staff will be asked to review and approve. When all approvals have been obtained, folders will be prepared and distributed.

2. Recruitment: Results of last week's advertising in the local newspapers for telephone operators are as follows:

Inquiries (Call-in)	32
Interviews	11
Applications Provided	7

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3. Employee Activity Association - Store: The EAA Store will be closed for two days this week for the following reasons:

Tuesday, 30 March - quarterly inventory

Wednesday, 31 March - installation of new fixtures

/s/Harry B. Fisher

Harry B. Fisher
Director of Personnel

Distribution:

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OD/Pers/ [REDACTED]:djp (29 Mar 71)

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